



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

JUNE 1, 2012

#53-12

VACANCY ANNOUNCEMENT

DEPARTMENT: JUDICIAL- TRIB/AL COURTS
POSITION: COURT CLERK
SALARY: 11.18 PER HOUR
CLOSING DATE: JUNE 11, 2012 AT 5:00 P.M.

SUMMARY:

Performs a variety of complex court clerk and clerical tasks involved in processing maintaining and securing records of all court proceedings in civil, criminal, Juvenile, and traffic cases. Provides information and assistance to law enforcement officers, attorneys, defendants and court patrons. Provides general clerical assistance to the Judges and administrative staff. Court Clerks will be required to perform work in the following areas of the court: civil, criminal, traffic, and/or other areas as assigned and in accordance to the Laws and Codes of the Colorado River Indian Tribes.

PRINCIPAL DUTIES AND RESPONSIBILITIES

CIVIL:

- Opens, processes and closes general civil, small claims and summary proceedings cases. Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders and judgments.
- Receives, receipts and records fees and other monies. Notifies appropriate staff to issue refunds or distribute monies in accordance with court orders and procedures.
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer-generated forms.
- Documents all case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.
- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and civil proceedings in general.
- Schedules court proceedings and issues proper notices to the appropriate parties.

CRIMINAL:

- Receives criminal and Juvenile complaints and related documents, opens case files, enters case information into the computer, and files case documents.
- Receives, receipts and records bonds, fines, costs, and other payments.
- Operates a computer terminal to enter, update correct and access case information; and to produce computer-generated forms.

- Ensures that case files are ready and available for scheduled court proceedings. Checks in defendants, attorneys and others.
- Documents case activity and other pertinent case information on court documents and in the computer maintains case history on each case.
- Distributes and recalls search and arrest warrant as authorized.
- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Prepares and distributes jail commitments and other legal documents.

TRAFFIC/ FISH & GAME:

- Receives, records and codes citations from law enforcement agencies, prepares case file and enters case information into the computer. Closes cases following dispositions.
- Receives, receipts and records fines, cost, bonds and other monies. Notifies appropriate staff to refund, forfeit and /or apply bond money to pay fines, costs and other assessments.
- Operates a computer to enter, update, correct and access case information; and to produce computer generated forms and reports.
- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Schedules civil infraction informal hearings and issues notification to the appropriate parties.
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgments, bond forfeiture notices.

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE:

- Working familiarity with the operation and applications of Computers and Data programs
- Ability to plan, organize and calendar administrative and court cases, activities, staffing, etc.
- Ability to effectively communicate both orally and in written form.
- Possesses an understanding of legal terminology and thorough knowledge of courtroom procedures.
- Bachelor's degree in Business or Public Administration or a closely related field and two (2) years of court related experience or any combination of education training and experience, which demonstrates the ability to perform the duties of the position.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-hsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.